



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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May 1, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS TO REPLACE THE COUNTY'S STELLENT DOCUMENT MANAGEMENT SYSTEM WITH EMC DOCUMENTUM (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The Chief Executive Office and Chief Information Office recommend Board authorization to use \$400,000 from the Information Technology Fund to replace the currently used Document Management System from Stellent with EMC Documentum, the Board approved standard for enterprise content management.

#### **JOINT RECOMMENDATION WITH THE CHIEF EXECUTIVE OFFICE AND CHIEF INFORMATION OFFICE:**

Approve and authorize the use of \$400,000 from the Information Technology Fund (ITF) to replace the Document Management System (DMS) from Stellent with EMC Documentum.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The ITF was established to fund countywide or multi-departmental technology projects that improve the delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

Board of Supervisors  
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First District

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Third District

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Fifth District

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The current DMS from Stellent is used by all departments for posting and viewing of all Board-related documents, e.g., Board Correspondence, Statements of Proceedings, Commission Agendas, minutes, and reports. It also serves as a document repository for many departments and programs.

The recommended action seeks Board authorization to utilize \$400,000 in ITF monies to replace the Stellent software. The Stellent DMS software has not been upgraded since 2006 and is outdated and no longer supported by the manufacturer. The Internal Services Department (ISD) performed an assessment and estimated that it would cost \$850,000 to upgrade the Stellent DMS to a current software version.

As an alternative, ISD evaluated the requirements for migrating all Stellent DMS documents and functionality to EMC Documentum, the County's central Enterprise Content Management (ECM) Infrastructure. ISD's evaluation concluded that EMC Documentum could replace the Stellent DMS functionality and achieve the following benefits:

- Reduce annual operational costs by \$139,000 (from \$165,000 to \$26,000) through reduced software maintenance fees and utilization of the centralized ECM Infrastructure and Shared Portal Infrastructure;
- Mitigate risks associated with using an outdated and unsupported version of Stellent DMS for storing Board and department documents; and
- Provide integration with Microsoft Office and Microsoft Outlook to "store and forward" links to document attachments.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended action supports the County's Strategic Plan Goal 1, Operational Effectiveness.

### **FISCAL IMPACT/FINANCING**

The ITF request for \$400,000 is comprised of \$265,000 for one-time consulting services that will be acquired through the County's Master Services Agreement with EMC Documentum and \$135,000 in one-time funds for software licenses to support 475 users. The annual \$26,000 software maintenance costs will be funded by the Net County Cost established for the Shared Portal Infrastructure.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

There are no legal requirements or prohibitions related to this recommended action.

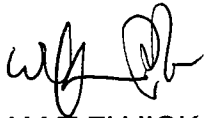
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Stellent DMS Replacement Project will migrate all document repositories and applications to the County's central ECM Infrastructure and decommission Stellent DMS software and hardware. Concurrently, the ISD team will also be migrating all Websites published using Stellent DMS to the County's Shared Portal Infrastructure.

**CONCLUSION**

Your Board approval of the recommended action will enable the County to implement a technologically current document management system, with greater functionality at a lower operational cost, that will improve information sharing and yield business process improvements for multiple departments.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



RICHARD SANCHEZ  
Chief Information Officer

WTF:EFS:RS  
PKL:ef

c: Executive Office, Board of Supervisors  
County Counsel  
Internal Services